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**Logistics**

**DEPLOYMENT OF BOEING EMPLOYEES TO  
SUPPORT C-17 AIRCRAFT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 62 LSS/CSS (TSgt Cahill)

Certified by: 62 LSS/CC (Lt Col Salvi)

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This instruction establishes policies, responsibilities, and procedures for the coordination of all actions required to deploy Boeing personnel in support of C-17 operations. This instruction is applicable to all activities and personnel assigned or attached to the 62d Airlift Wing (62 AW).

**1. References.** Boeing-USAF C-17 Flexible Sustainment Contract. AFI 65-103, Financial Management, Temporary Duty Orders, 1 Sep 97.

**2. Responsibilities.** The 62d Logistics Support Squadron Commander's Support Staff (62 LSS/CSS) office is the focal point for all Boeing employee deployment requirements supported by the 62 LG during normal duty hours. After normal duty hours and on holidays, the 62d Aircraft Generation Squadron (62 AGS) UDM, through the Maintenance Aircraft Coordination Center (MACC), is responsible for completing required actions.

**3. Procedures.** 62 LSS/CSS or 62 AGS UDM will:

- 3.1. Obtain from Boeing management, the full name, SSAN, Security Clearance, and Title/ Occupation of each deploying employee. LSS Phone: 982-5187/3231, Fax: 982-2811. MACC Phone: 982-3336, Fax: 982-2382.
- 3.2. Forward this information to HQ AMC/LGAA (DSN 779-4642, Fax: DSN 576-1803). During non-duty hours, also forward the information to HQ AMC/LGR (DSN 779-1908, Fax: 779-4180).
- 3.3. Receive funding approval letter, via fax, from LGAA or LGR. This letter originates from the C-17 SPO at W-PAFB. It must include a Not to Exceed (NTE) dollar amount and the contract CLIN Over and Above (O&A) reference number.
- 3.4. Type and process orders. Provide a copy of the SPO letter to the ACF Certifying Official.
- 3.5. Provide completed orders to Boeing management personnel. Fax a copy to HQ AMC/ LGAA.

3.6. File copies of all paperwork for future reference. 62 AGS UDM will provide copies to 62 LSS/CSS.

**4. MEGP Orders.** 62d Operations Group Standardization and Evaluation (62 OG/OGV) will:

- 4.1. Obtain from Boeing management, the full name, SSAN, Security Clearance, and Title/ Occupation of each deploying employee. OGV Phone: 982-5551, Fax: 982-5553.
- 4.2. Type and process orders. Provide completed orders to Boeing management personnel.
- 4.3. File copies of all paperwork for future reference.

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Commander, 62d Logistics Group